



Title: Program Director
Reports to: VP of Programs
Department: Programs
Location: Brooklyn, NY

About the Organization:

Children of Promise, NYC's (CPNYC) reimagines a just society that values the purpose of every child impacted by mass incarceration and removes barriers to create opportunities for children to thrive and achieve their full potential. CPNYC's mission is to support and advocate for the children of incarcerated parents while speaking out against root causes that affect the communities we serve, including systemic racism, poverty, and bias in our nation's criminal justice system. CPNYC has successfully developed an innovative model, the only one of its kind in New York City, which co-locates a licensed mental health clinic and children's centers in Bedford Stuyvesant, Brooklyn, and the South Bronx. CPNYC provides an array of youth development programming and services tailored to each child's individual strengths and challenges and fosters a unique uplifting environment to foster hope and resilience.

Essential Job Functions:

Program Goals

- Increase positive academic behaviors
- Develop positive attitudes/youth development indicators
- Provide positive supports and opportunities for members
- Increase parent/guardian engagement and satisfaction
- Guide members to actively select their high school and enroll in college prep classes
- Increase members' academic achievement

Program Management:

- Manages all aspects of the after-school program, ensuring a quality educational and youth development experience for all participants.
- Develops and maintains a strong relationship with school staff, including scheduling regular check-ins with the principal and community school coordinator and participating in collaborative partner meetings.
- Coordinates programming with partner organizations and volunteers.
- Develops and regularly revisits instructional plans for each grade level, with the objective of supporting all members in becoming academically proficient and developing the life skills.
- Determines ongoing needs/interests of students, parents, and school staff and reviews and revises program offerings to meet emerging needs/interests.
- Arranges trainings to support after-school instructors in designing and delivering effective lessons.

- Prepares for and supports informal and formal program evaluation.
- Builds strong relationships with parents by leading parent orientations and meetings (ideally in English and Spanish); connecting daily at pick-up time; making phone calls regarding student attendance, attitude, and participation; encouraging participation in BGCP and school celebrations; and organizing workshops, family nights, or other events that increase parents' connection to and involvement in their child's school and education.
- Purchases and prepares materials for activities as needed.

Supervisory:

- Selects, trains, and manages all CPNYC program staff, including evaluating and assessing their needs for ongoing professional development. Delegates work appropriately to the Assistant Director, Educational Specialist, and Counselors.
- Manages staff schedules, ensuring adequate coverage. Provides last-minute coverage in classrooms as needed.
- Leads professional development, staff meetings, and some trainings.
- Documents and shares lessons learned with other site managers across the organization.
- Creates a positive work atmosphere. Fosters teamwork and a constructive exchange of ideas.
- Ensures that all staff adhere to CPNYC and school behavior, discipline, and safety policies.
- Sets high expectations for staff and students and demands compliance.

Administration:

- Manages site expenses, ensuring quality program implementation within budgetary limits.
- Compiles data and tracks students for program evaluation and reporting.
- Creates opportunities to publicize and involve CPNYC in school events (e.g. Open House, Back-to-School Nights, parent conference days, staff development) as well as events in the broader community (e.g. city council meetings, parent education opportunities). Prepares and gives presentations as needed.
- Supports CPNYC events, initiatives, and general organizational needs.

Other Duties:

- Takes pride in and responsibility for school-site facilities.
- Organizes the CPNYC office. Keeps signs and bulletin boards neat and current. Decorates walls with members' work and motivational pieces to create a space conducive to learning. Ensures that the area fosters physical and emotional safety.
- Ensures that all facilities on campus that CPNYC uses are left as they were found.
- Executes and participates in special events and fieldtrips as needed.
- Is respectful of other staff members' time by being prompt to scheduled meetings.
- Is flexible with hours as needed for the program to best serve its members.

Required Qualifications

- BA/BS or five + years equivalent experience. A minimum of one-year successful experience teaching in an educational environment
- A minimum of two years successful experience supervising staff

- Knowledge of effective teaching methods and curriculum development and ability to design programs to meet the learning needs of middle school students
- A demonstrated ability to coordinate, inspire, and motivate others
- High level of communication skills, both written and oral
- Experience working in an ethnically diverse community
- Energy, leadership skills, strong initiative, ability to motivate through positive reinforcement
- Availability to work with some flexibility for occasional evening or weekend events
- Strong interpersonal, team development, organizational, and management skills
- Clear background check and history indicating fitness to work with children, clear fingerprinting from DOJ
- Negative TB Test
- Current CPR/1st Aid certification

Desired Qualifications

- Teaching credential (multiple-subjects or single-subject) and/or Master's in Education
- Competency in writing and speaking in Spanish

Job Type: Full-time

Salary: \$70,000.00 - \$80,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

Monday to Friday

Work Location: In person

Children of Promise, NYC is an Equal Opportunity/Affirmative Action Employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law. EOE, M/F/D/V

Please send resume to hr@cpnyc.org